

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice APP-31

For: State and County Offices

Additional Mediation Funding for FY 2002

Approved by: Acting Executive Director for State Operations



1 Overview

A

Background

In FY 2002, FSA has reserved a small amount of nongrant funds for both certified and noncertified States. These additional funds may be used to pay eligible mediation costs. These funds will be held at the National Office to cover future requirements.

FY 2002 funds:

- do not carry over to FY 2003
- must be obligated no later than September 30, 2002.

B

Purpose

This notice provides instructions for:

- requesting funds
- ordering mediation services.

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Disposal Date	Distribution
October 1, 2002	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Requesting Funds

State Offices shall:

- request funds from EDSO before agreeing to pay or incur eligible mediation expenses
 - specify the number of participants requesting mediation services.
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D Contact

State Offices shall contact Chester Bailey, EDSO, at 202-720-1471 for additional information or assistance with mediation funding issues.

2 Ordering Procedures

A Using Purchase Card or AD-838

Mediation services shall be acquired:

- by authorized purchase cardholders or warranted contracting officers (CO) only
- according to 27-AS and DR 5013-6
- after required documentation is prepared and completed
- before requesting payment.

Note: Before issuing an order for mediation services, the purchase cardholder or CO shall ensure that the cost will not exceed their individual authorized limit.

B Accounting Information

Using the applicable State Office index codes according to 98-FI, Exhibit 11, to create the accounting code for payments of charges. The sub-sub object code should be “4A”.

Example: The index code for the Missouri State Office is “02984” and the sub-sub object code is “4A”. This creates the accounting code “284029844A0000”.

The budget object class code is “2540” for all States.
